

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
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CAL ARNG Regulation  
No. 37-5

1 April 1987.

Financial Administration  
MILITARY AND CIVILIAN TEMPORARY DUTY TRAVEL

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\* This Regulation supersedes USPFO Memorandum 7-4, dated 11 January 1983

\* THIS REGULATION REPRINTED ON 3 AUG. 1990, WITH CHANGE 1 AND 2 INCORPORATED  
IN BASIC REGULATION.

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SECTION I - GENERAL

1. REFERENCES:

- a. Joint Federal Travel Regulation Volume I (Military)
- b. Joint Travel Regulation Volume II (Civilian)
- c. Army Regulation 37-106, Travel and Transportation Allowances
- d. Army Regulation 37-100-(FY), Chapters #9 and #10
- e. CAL Regulation 37-4, Administrative Control of Federal Funds

2. PURPOSE: This regulation delegates temporary duty (TDY) order authorizing authority to California Army National Guard (CAL ARNG) Fund Managers; establishes financial control techniques; provides clarification between military and civilian TDY; and offers TDY travel guidance in the areas of entitlement, preparation of travel orders and travel vouchers.

SECTION II - ORDER AUTHORIZING AUTHORITY

3. DELEGATION OF AUTHORITY. Individuals in the positions identified in Appendix A are Fund Managers and Order Authorizing Officials for the purpose of signing DD Form 1610's (Request and Authorization of TDY Travel for DOD Personnel) by authority of the Adjutant General, California State Military Forces.

4. FUND MANAGER RESPONSIBILITIES. Fund Managers are responsible for the following actions:

- a. Controlling TDY allocations to users.
- b. Verifying propriety of TDY requested.
- c. Ensuring TDY is accomplished at minimum cost.
- d. Checking for correct accounting classifications.
- e. Knowing that funds are available for TDY to be performed.

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- f. Assigning order numbers.
- g. Signing DD Form 1610, Order Authorizing Official block.
- h. Accumulating budget information to sustain TDY programs.
- i. Reconciling unliquidated fund balances with USPFO.
- j. Certifying Fund Availability.

5. FUND CONTROL PROCEDURES.

a. Funds for TDY may be controlled under centralized or decentralized procedures. Centralized procedures require the OTAG Fund Managers to maintain travel registers and supporting files to control travel authorized. In situations where decentralized management is prudent and efficient, Fund Managers may delegate in writing, order authorizing authority. In doing so, Fund Managers must establish formal controls to ensure requirements outlined under paragraph 2 above are accomplished. Fund Managers are not relieved of any financial responsibility even though TDY Order Authorizing Authority has been delegated. Copies of all letters and procedures for decentralizing TDY funds will be sent to the United States Property and Fiscal Office (USPFO) Budget Officer. Fund Managers and fund control publications will not supercede travel order (DD Form 1610) and travel voucher (DD Form 1351 series) preparation instructions contained in sections IV and V of this regulation.

b. One copy of every travel order issued under either centralized or decentralized control system, must be immediately forwarded to the USPFO, ATTN: CAUS-BF, P.O. Box 8104, Camp San Luis Obispo, CA 93403-8104, and in no event later than the day on which travel is to begin. Each copy will reflect the estimated cost of travel. Refer to Section IV, "Estimation Instructions" for guidance in completing the estimated cost portion of the DD Form 1610.

c. Prompt advice of the cancellation of a travel order must be furnished to CAUS-BF. Unused travel orders will be returned by the traveler to the travel Approving Official with an appropriate explanation. Upon receipt, that official will forward the unused travel order to the Order Authorizing Official with a request for cancellation. The Order Authorizing Official will cancel the order and promptly furnish one copy of the order to USPFO, ATTN: CAUS-BF, which will be used to deobligate the travel funds.

d. For control purposes, all orders sent to USPFO, CAUS-BF must be listed on a sequentially numbered transmittal letter (TL) from the Order Authorizing Official.

e. Travel order registers will be maintained by responsible Order Authorizing Officials similar to the format shown at Appendix B. Supplementing records and data may be maintained if deemed necessary. The Order Authorizing Official will follow fund control procedures outlined in CAL ARNGR 37-4.

f. Order Authorizing Officials are responsible for the prudent use of travel funds and for reviews of completed travel vouchers to preclude fraud, waste or abuse of travel. Actions required by paragraphs 2 and 3 above provide the means for compliance with AR 37-20 (Administrative Control of Appropriated Funds). Adhering to these paragraphs is an unavoidable prerequisite for continuation of a decentralized travel program.

g. In the event that fraud, waste, impropriety or misuse of travel funds by a Fund Manager or Delegated Order Authorizing Official occurs, the USPFO will immediately withdraw order authorizing authority from the Fund Manager and if necessary, an appropriate investigation will be initiated.

### SECTION III - MILITARY AND CIVILIAN TDY TRAVEL

6. CLARIFICATION OF TDY STATUS. Military and civilian (to include Military Technician) personnel on TDY do not receive the same TDY travel entitlements. If the duty performed while TDY is Full Time Training Duty (FTTD), Annual Training (AT), Additional Annual Training (AAT), or Inactive Duty Training (IDT), the traveler is TDY in a military status. If the traveler is not in a military status, as outlined above, then the traveler is TDY in a civilian status.

7. SEPARATE TRAVEL VOUCHERS REQUIRED. Duty status can often be confusing to a military technician when it comes to understanding TDY travel entitlements. Whenever a military technician changes from a civilian status to a military status the travel entitlements and their method of computation change. Therefore, when a change in TDY status does occur, separate travel vouchers (DD Form 1351-2) must be prepared; one for TDY travel performed while in a military status, and another for the travel performed while in a civilian status.

8. METHODS OF COMPUTING PER DIEM. The methods used in computing TDY per diem entitlement vary dependent upon the status of the traveler (i.e. military status vs. civilian status). The methodologies used are briefly explained below:

a. Military Status. Effective February 15, 1986, the Army began computing military travel vouchers using a new "Flat Rate" system. The maximum per diem rate (area rate) payable, is dependent upon the TDY location. Reimbursement for lodging is

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based upon the lodging receipt up to 60% of the area rate. The remaining 40% of the area rate will be automatically paid without submission of an itemized Statement of Actual Expenses (DD Form 1351-3). The 40% flat rate will only be reduced for government meals consumed or provided at a rate of 10% for breakfast, 10% for lunch, and 20% for dinner. Per diem area rates for military travel are the same as for civilian travel, except for areas where the per diem rate exceeds \$75.00 (maximum statutory limitation). The per diem rate for a military traveler will be fixed at the \$75.00 rate for all areas where the rate for civilian travel exceeds \$75.00. Examples are:

<u>High Cost Area</u>	<u>Civilian</u>	<u>Military</u>
Los Angeles, CA	\$100.00	\$75.00
Palm Springs, CA	\$100.00	\$75.00
Atlanta, GA	\$ 95.00	\$75.00
Dallas, TX	\$107.00	\$75.00

b. Civilian Status. Effective July 1, 1986 all civilian travel within CONUS is computed under new TDY procedures. The \$75.00 cap placed on high cost areas was eliminated, and a "Lodging, Plus Flat Rate" system for TDY reimbursement was established. Under the lodging, plus flat rate system, maximum rates were established for some specific areas within CONUS. A standard rate of \$50.00 is used for all other areas within CONUS. The rates are broken down with a flat rate for Meals and Incidental Expenses (M&IE) plus a maximum rate for lodging. The standard M&IE rate for CONUS is \$25.00. The M&IE rate for major metropolitan areas and some vacation areas is \$33.00. For example:

<u>Per Diem Locality</u>	<u>LODGING</u>	<u>M&amp;IE</u>	<u>Maximum Rate</u>
Los Angeles, CA	\$77.00	\$33.00	\$110.00
Sacramento, CA	\$54.00	\$33.00	\$ 87.00
San Diego, CA	\$67.00	\$33.00	\$100.00

The maximum per diem rate is established based on the location of the traveler at 2400 hours. The amount of the per diem payable is computed by adding the actual cost of lodging to the established M&IE rate for the area. The sum of these amounts will not exceed the maximum per diem rate set for the area. For example: if a traveler is in Sacramento at 2400 hours, the

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maximum rate of per diem payable is \$87.00. The traveler is allowed a maximum lodging cost of \$54.00 and \$33.00 for Meals and Incidental Expenses (M&IE). The Allowable M&IE entitlement rate for the day of departure to the TDY location will be 50% of the applicable M&IE rate regardless of the hour of departure from the permanent station. For example: a civilian departs the permanent station at 0800 hours, and arrives in Sacramento at 1400 hours. Reimbursement will be  $50\% \times \$33.00$  (applicable M&IE rate) = allowable M&IE rate of \$16.50. The traveler will be authorized a fixed M&IE rate of \$16.50 for the day of departure to the TDY location, plus the actual cost of lodging. Entitlement for the last day of TDY will be computed at 50% of the M&IE rate which was applicable for the day prior to the last day of TDY. No itemization is required for meals and incidental expenses however, receipts for lodging are required.

9. TRAINING ASSIGNMENT OF MORE THAN 30 CALENDAR DAYS.

a. Civilians on TDY for more than 30 continuous calendar days, for the purpose of attending a training program are limited to 55 percent of the maximum per diem rate applicable for the TDY location. The 55 percent limit is computed as follows:  $55\% \times (\text{Maximum Lodging Amount} + \text{M\&IE Rate})$ .

b. An exception to the 55 percent limitation may be granted when it is factually determined and supported by documentation of the circumstances (e.g. non-availability of acceptable lower cost lodging).

c. Questions concerning the payment of per diem under the 55% rule may be directed to the USPFO Travel Section.

SECTION IV - REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL, (DD FORM 1610)

10. TRAVEL ORDERS. Requests for Authorization for Travel (DD Form 1610) will be used to place personnel in a TDY travel status when they are already in a military duty status at a duty station. DD Form 1610 will also be used to place civilian personnel in a TDY travel status so that they may be paid per diem, reimbursable expenses and mileage incident to the performance of official travel to a location other than their permanent duty station.

11. PREPARATION OF TRAVEL ORDERS. Requests for TDY travel will be submitted on DD Form 1610, as shown in Appendix C, and completed as follows:

a. Item #1 - Self explanatory.

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b. Item #2 - In addition to entering the traveler's Last, First, and Middle Initial, enter the Social Security Account Number.

c. Item #3 - If travel is in a civilian status enter the technician's job title and pay grade; if the traveler is in a military status indicate their military rank. Incorrect civilian/military status could result in an erroneous entitlement rate.

d. Item #4 - Indicate the employee's official duty station address.

e. Item #5 - Indicate the technician's official duty station address. If the traveler is in a military status enter the unit of assignment.

f. Item #6 - Self explanatory.

g. Item #7 - Always enter "TDY".

h. Item #8 - Not applicable unless required by the type of duty to be performed.

i. Item #9 - Specify clearly and fully the purpose for the TDY.

j. Item #10a - Indicate the number of days the traveler is to be away from home station (including days of travel).

k. Item #10b - Indicate date travel is to commence.

l. Item #11 - Indicate places "From" and "To" which official travel is requested. Include "Return To" point. If the traveler requires travel to more than one city, indicate by "RON" where traveler will remain overnight. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission, enter an "X" in the block "Variation Authorized"; otherwise leave blank. In order to meet TDY requirements, indicate if there is a specific time that must be met, i.e., "Individual must report at TDY station NLT 1700 hours, 9 May 1987."

m. Item #12 - Check the mode of transportation to be used. If privately owned conveyance (POC) is authorized, the approving official will so indicate on the order.

n. Item #13 - Check "Per Diem Authorized in Accordance with JTR."



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o. Item #14 - Estimated costs are to be completed by the order authorizing official. Refer to paragraph 3, Travel Order Cost Estimation Instructions, for guidance.

p. Item #15 - If an advance on per diem is required by the traveler, the order authorizing official will enter the amount in this block. Travel advances should not exceed 75% of the traveler's estimated out-of-pocket expenses. Enter "None" if a travel advance is not being authorized. If a retained advance on per diem was authorized and issued to the traveler, indicate "0" in this block.

q. Item #16 - Enter "Depart home station NET \_\_\_\_\_ hours, (date); Arrive home station NLT \_\_\_\_\_ hours, (date)." Note: Any order issued after the travel has begun must have a VOCO date confirmed entry in item #16. The "Remarks" section may also be used to identify special requirements, leave, excess baggage, registration fees, statements regarding government quarters and mess, rental car authorization, authorization for placing long distance and local phone calls, etc. The following statements will be entered when applicable:

(1) "Previous Advance Retained."

(2) "Weapons will not be transported incident to Travel", (for use when traveling by air). This statement will not be routinely placed on travel orders. The weapons statement will only be placed in the orders when a weapon is to be transported while in a travel status.

(3) "A Certificate of Non-Availability is required to support non-use of Government Quarters at TDY points where Government Quarters are normally Available." (This statement will be used when traveling to installations where Government Quarters are available). Note: Refer to Paragraph 4 below for guidance relative to requiring the traveler to furnish "Statements of Non-Availability, Government Quarters and/or Mess."

(4) "Hire of special conveyance authorized IAW (enter the applicable JTR Volume and paragraph)."

(5) "Government Quarters are impractical for the accomplishment of the mission." (For use when deemed appropriate by the approving authority.)

(6) "Mileage for use of POV between place of lodging and place of business and where meals are procured is authorized IAW (enter the applicable JTR Volume and paragraph)."

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(7) "Reimbursement for use of taxi or commercial conveyance authorized."

r. Item #17 - This block will be signed by the traveler's commander or supervisor. Enter name, military rank, and title.

s. Item #18 - This block will be signed by the approving official. Enter name, military rank, and title.

t. Item #19 - Accounting classification for TDY travel is to be completed by the Fund Manager (Order Authorizing Official), using CAL ARNGR 37-4.

u. Item #20 - This block to be signed by the Order Authorizing Official and constitutes certification of fund availability. Enter name, military rank, and title.

v. Item #21 and #22 - To be completed by the Order Authorizing Official.

12. TRAVEL ORDER, COST ESTIMATION INSTRUCTIONS. The Fund Manager (Order Authorizing Official) will determine the estimated cost of TDY travel as follows:

a. Military Per Diem Cost. Appendix D, "Cost Estimation, Military TDY-Worksheet" has been provided to assist the Fund Manager in estimating the cost of per diem relative to military TDY, and for completion of block #14, DD Form 1610 (Travel Order). The Fund Manager should complete the "Worksheet" as follows:

(1) Item #1 - Date(s): Enter the dates of TDY, from the date of departure to the scheduled date of return to permanent station. These dates should coincide with the travel itinerary, DD Form 1610.

(2) Item #2 - TDY Location: Enter the TDY location. This location will be used to determine the Maximum Daily Per Diem Amount payable to the traveler.

(3) Item #3 - Remain Overnight (RON): Indicate whether or not the traveler will be required to remain overnight (RON). This information will be used to determine whether the Fund Manager needs to estimate lodging costs.

(4) Item #4 - Maximum Daily Amount: Enter the authorized Maximum Daily Amount (for the location in which the TDY is performed) according to the Joint Federal Travel Regulation Volume I (Military), Appendix D, High Cost Areas - CONUS.

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(5) Item #5 - Lodging: Under the new "Flat Rate" system, reimbursement for lodging is based upon the lodging receipt up to 60% of the maximum daily amount (for the TDY area).

(6) Item #6 - Meals and Reimbursable Expenses: Enter the remaining 40% of the maximum daily amount (area rate). The 40% figure should be reduced by the Fund Manager when it is known that government meals will be provided at no cost to the traveler or that the price of meals is included as part of a registration or motel fee. In such cases, the 40% flat rate will be reduced at a rate of 10% for breakfast, 10% for lunch and 20% for dinner.

(7) Item #7 - Sum of Items #5 and #6: Enter the sum of Item #5 and #6 for each day of TDY.

(8) Item #8 - Estimated Cost of Per Diem-Grand Total: Enter the sum of all figures in Item #7 above. This figure reflects the "Estimated Cost of Per Diem" for the entire period of TDY. This figure should be entered on the DD Form 1610 (Travel Order), Item #14, "Per Diem".

b. Military Travel Cost: If commercial transportation is authorized, enter the cost to get the military traveler "To" and "From" the TDY station. If a privately owned vehicle (POV) is authorized, enter the total of the authorized reimbursable mileage rate times the number of miles to be driven. The estimated travel cost projection should be entered on the DD Form 1610, Item #14, "Travel".

c. Military Other Cost: Enter the estimated cost of "Other" items of expense, if any. An example would be the cost of a registration fee authorized for reimbursement for attendance at a government meeting or conference. The estimate for "Other" costs should be entered on the DD Form 1610, Item #14, "Other".

d. Total: Enter the total of the estimated per diem, travel and other costs in block #14, "Total".

e. Civilian Per Diem Cost: Appendix E. "Cost Estimation, Civilian TDY-Worksheet" has been provided to assist the Fund Manager in estimating the cost of per diem relative to Civilian Temporary Duty and for completion of block #14, DD Form 1610 (Travel Order). The Fund Manager should complete the "Worksheet" as follows:

(1) Item #1 - Date(s): Enter the dates of TDY, from the date of departure to the scheduled date of return to the permanent duty station. These dates should coincide with the civilian traveler's itinerary and the remarks indicated on the travel order.

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(2) Item #2 - TDY Location: Enter the TDY location(s). This information will be used by the Fund Manager in determining the daily Maximum Per Diem Rate payable to the traveler. The maximum per diem rate may vary daily dependent upon the location of the traveler.

(3) Item #3 - Remain Overnight (RON): Indicate whether or not the traveler will be required to remain overnight (RON). This information will be used to determine whether the Fund Manager needs to incorporate lodging cost(s) as part of the estimate for per diem.

(4) Item #4 - Lodging: Enter the Maximum Lodging Amount authorized (for the location in which the traveler will be required to remain overnight) according to the Joint Travel Regulation Volume II (Civilian), Appendix E, Maximum Per Diem Rates in CONUS. The traveler will be reimbursed for the actual cost of lodging, not to exceed the maximum lodging amount authorized.

(5) Item #5 - Meals and Incidental Expenses (M&IE): Enter the Meals and Incidental Expenses (M&IE) rate authorized for each TDY location. The M&IE rate is a fixed (flat rate) amount allowed for meals and incidental expenses. The first and last days of TDY travel must have the applicable M&IE rate reduced as follows:

a Day of Departure to TDY Location. Take 50% of the applicable M&IE rate regardless of the hour of departure from the permanent station. For example: a civilian employee departs the permanent station at 1445 hours, and arrives in Washington D.C. at 1800 hours. Reimbursement will be  $50\% \times \$33.00$  (M&IE Rate) = \$16.50. The traveler will be authorized a fixed M&IE rate of \$16.50 for the day of departure to the TDY location, plus the actual cost of lodging.

b Last Day of TDY. Entitlement for the last day of TDY will be computed at 50% of the M&IE rate which was applicable for the day prior to the last day of TDY.

c Deductions for Meals Furnished. Deductions for the utilization of government meals, meals furnished at no cost, or meals included as part of a registration fee will be made as follows:

1 When the M&IE rate is \$25.00, deduct:

\$5.00	Breakfast
\$5.00	Lunch
\$13.00	Dinner

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2 When the M&IE rate is \$33.00, deduct:

\$7.00	Breakfast
\$7.00	Lunch
\$17.00	Dinner

(6) Item #6 - Sum of Items #4 and #5: Enter the sum of Items #4 (Lodging cost) and #5 (M&IE) for each day of TDY. The daily sum of these amounts will not exceed the daily maximum per diem rate authorized for the TDY location.

(7) Item #7 - Maximum Per Diem Rate: Enter the daily Maximum Per Diem Rate authorized (for each location in which TDY is to be performed) according to the JTR, Volume II, Appendix E. \*The maximum per diem rate is established based upon the location of the traveler at 2400 hours.

(8) Item #8 - Estimated Cost of Per Diem -Grand Total: Enter the sum of all figures indicated in Item #6 above. This figure reflects the "Estimated Cost of Per Diem" for the period of TDY. This figure should be entered on the DD Form 1610 (Travel Order), Item #14, "Per Diem."

f. Civilian Travel Cost. If commercial transportation is authorized, enter the cost to get the civilian traveler "To" and "From" the TDY location. If a privately owned vehicle (POV) is authorized, enter the total of the authorized reimbursable mileage rate times the number of miles to be driven. The travel cost estimate should be entered on DD Form 1610, Item #14, "Travel."

g. Civilian Other Cost. Enter the estimated cost of "Other" items of expense, if any. An example would be the cost of a registration fee authorized for reimbursement for attendance at a meeting or conference. The estimate for "Other" costs should be entered on the DD Form 1610, Item #14, "Other."

h. Total. Enter the total of the estimated per diem, travel and other costs on DD Form 1610, Item #14, "Total."

13. STATEMENT OF NON-AVAILABILITY- GOVERNMENT QUARTERS AND MESS.

Order Authorizing Officials will use the information below as a guide when completing Item #16 (Remarks) of DD Form 1610 relative to requiring the traveler to obtain a statement of non-availability for Government quarters and/or mess:

a. Order Authorizing Officials are required to ensure the statement "Report to billeting to determine the availability of

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Government quarters and mess" is included on all TDY orders. The only exception will be when the Order Authorizing Official has specific knowledge that Government quarters and/or mess are not available, in which case the orders must specifically state the unavailability of quarters and/or mess.

b. Military or civilian travelers on TDY to a military installation (i.e. military post, camp, station, or base) must obtain a statement of non-availability for quarters and mess (unless the order specifically states "Government quarters and/or mess are not available"), and furnish the statement of non-availability when submitting the travel voucher. Statements of non-availability for mess are not required for Civilians TDY to a military post, camp, station, or base.

c. Government quarters and mess are normally available to military and civilians on TDY to the Professional Education Center (PEC), Little Rock, Arkansas. As such, Order Authorizing Officials will ensure that TDY orders to PEC contain the statement "Government quarters and mess are available". In rare instances when Government quarters and/or mess are not available at PEC, military and civilian travelers will be required to obtain a statement of non-availability.

14. TRAVEL ADVANCES. Travel advances can be paid by check when the advance is authorized in item #15 of the DD Form 1610. The amount of the authorized advance should not exceed 75% of the traveler's estimated out-of-pocket expenses. A travel advance is not authorized when the estimated total cost of the travel is \$50.00 or less. The following procedures will be followed in requesting payment of travel advances:

a. The TDY traveler should attempt to obtain payment of the advance from the Finance and Accounting Office (F&AO) at a military installation nearest his permanent duty station. The TDY traveler should note that the nearest military installation is not obligated to pay travel advances. This is actually the responsibility of the servicing F&AO, Presidio of San Francisco. Therefore, supervisors should contact the nearest military installation to determine if the F&AO will process the travel advance. The traveler must ensure that all documents, as required by the F&AO, are complete and that the travel advance request is timely enough to process.

b. If there is not a military installation near the traveler's permanent duty station and an advance is authorized, the traveler may request payment of the advance through the USPF0, Travel Section. The request for payment must be submitted to the Travel Section within 25 working days prior to the start of travel.

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The traveler should enclose four copies of the orders (with an informal note), or DD Form 1351 (Travel Voucher), requesting check payment. The traveler must include a check mailing address when submitting the request so that the F&AO, Presidio of San Francisco, CA can mail the check directly to the traveler.

15. SETTLING TRAVEL ADVANCES. The following statement is to be entered on all DD Form 1351 (Travel Vouchers) requesting payment of a travel advance:

a. "Settlement of this advance should be made within 15 calendar days after arrival at your ultimate station or upon completion of the temporary duty. If settlement of the advance is not made within 30 days after the completion of the travel or temporary duty, the advance will be deducted from your next regular pay. Submission of the travel voucher upon completion of travel is required, even though the amount of your expenses equals or exceeds your advance."

16. COLLECTION OF TRAVEL ADVANCE. When a travel voucher has been submitted and is computed to be less than the amount of the advance payment made, a "Due U.S. Government \$ \_\_\_\_\_" statement is typed on the voucher. At the same time, the traveler is sent a letter of "Indebtedness and Involuntary Collection", requesting repayment of the travel advance. Checks are to be made payable to: "F&AO Presidio of San Francisco." If repayment of the advance is not received within 15 days after this notification (30 days after completion of travel), the advance will be considered delinquent and the amount due the U.S. Government will be deducted from the traveler's military pay if the TDY was in a military status, or deducted from Technician pay if the TDY was performed in a civilian status. All collections processed by the USPFO Travel Section after the 30 day notice will include a \$15.00 "Administrative Fee" in addition to the debt. Interest charges may also be applied to the debt in long term collection cases.

17. RETAINED ADVANCE. When it is necessary for a service member to travel on a continuous or frequent basis, approval to retain an advance on per diem (Retained Advance) may be given. Such approval will be given for retention of the advance only until completion of the continuous or frequent temporary duty or until the end of the applicable fiscal year, whichever is earlier. Requests for retained advances will be processed as outlined below:

a. Approval. All requests for issuance of a retained advance (except AGR\*) must be submitted by letter from the activity supervisor to the USPFO, ATTN: CAUS-CM, P.O. Box 8104, Camp San Luis Obispo, CA 93403-8104, for approval by the USPFO

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Comptroller. Requests will show the name, grade and social security number of each member entitled to a retained advance, the amount of the advance, and complete justification for requesting such an advance. Each request for a retained advance will include a DD Form 1351 (Travel Voucher) for each member concerned, and will be completed in accordance with Appendix F. The supervisor should allow at least 30 days for processing retained advance requests. Upon approval, the USPFO Comptroller will forward the request packet to the USPFO Travel Section. The request will be processed by the Travel Section for payment by the Finance and Accounting Officer (F&AO), Presidio of San Francisco, California. In no instance will requests for retained advances be submitted directly by the requestor to the F&AO.

b. Amount of Retained Advance. The amount of the advance should be sufficient to cover the needs of the service member for a period of one month's travel. The maximum limit for retained advances is \$750.00 for frequent travel and \$1,000.00 for constant travel. If a retained advance is in excess of the average of a member's reimbursements for the past three months or when 90 days or more have elapsed since the submission of the last reimbursement voucher (DD Form 1351-2), the USPFO Travel Section will reduce or collect the advance without notice.

c. Additions or Deletions of Members Authorized Retained Advances. Supervisors will review their list of individuals authorized a retained advance each time changes are made. The supervisor will determine whether or not there is still a need for each of the members on the list to continue to retain the advance and if the amounts to be retained are proper. Supervisors must submit to the USPFO Comptroller a letter requesting recoupment whenever a member is no longer entitled to a retained advance.

d. New Authorization at Beginning of Each Fiscal Year. Approvals to retain advances terminate on 30 September of each year. Supervisors will determine, prior to September of each fiscal year, whether or not there still exists a need for certain members to retain advances. If the need still exists, the supervisor will submit (NLT 1 September) a letter to the USPFO Comptroller requesting approval for the retained advance to be carried into the next fiscal year.

e. Collection of Advance at End of Fiscal Year or Upon Completion of Duty. If the member will no longer be required to perform continuous or frequent travel, the member will be required to settle the entire travel advance. Also, a member is required to settle the entire travel advance at the end of each fiscal year unless approval to carry the advance into the



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subsequent fiscal year has been granted, as outlined in paragraph 8d. above. Settlement of the travel advance in either case will be accomplished by the submission of a travel voucher (DD Form 1351-2 at the end of the fiscal year or upon completion of the continuous or frequent temporary duty, whichever is earlier. This voucher will have the retained advance deducted. If sufficient travel allowances have not accrued at the time of submission of the last travel voucher, or if no travel allowances are due the member, the balance of the travel advance or the entire travel advance will be collected from the member.

f. Travel Order (DD Form 1610) Required. A Travel Order (DD Form 1610) must still be prepared for each period of TDY (IAW Section IV of this regulation) even though the service member has a retained advance. The entries required on DD Form 1610 and DD Form 1351-2, relative to retained advances are outlined in Sections IV and V respectively.

18. AMENDMENT TO TRAVEL ORDER, DD FORM 1610. Changes to the following items, as indicated on previously issued travel order, requires that amendment to that order be made prior to the performance of the travel:

a. Item #11 - Itinerary: Any changes to the TDY travel itinerary when the original order did not indicate "Variation Authorized."

b. Item #12 - Mode of Transportation: Any changes to the mode of transportation authorized (i.e. change from Government vehicle to privately owned conveyance).

c. Item #14 - Estimated Cost: Any changes to the estimated cost projections which would effect funding. Changes to Item #14 effect the amount of any authorized advance (i.e. limitation to 75% of out-of-pocket expenses).

d. Item #15 - Advance Authorized: Any change as to whether an advance is authorized or not; and any change to the amount if authorized.

e. Item #16 - Remarks: Any changes to the "Departure" and "Arrival" dates and times; and any changes to the special requirements and limitations as outlined in the original (previous) order.

f. Item #19 - Accounting Citation: Any changes to the accounting classification (i.e. allotment number, project account

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number, element of expense, and the fiscal station number of the station authorized to obligate the particular funds).

g. Item #22 - Travel Order Number: Any change to the travel order number.

\* Requests for retained advances for AGR personnel will be submitted through OTAG, ATTN: CASP-AGR to the F&AO, Presidio of San Francisco, ATTN: Travel Section, San Francisco, CA 94129.

#### SECTION V - PREPARATION OF TRAVEL VOUCHER (DD FORM 1351-2)

19. PURPOSE OF DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER. Travelers in a military or civilian TDY status will claim reimbursement for per diem and TDY expenses by preparing a DD Form 1351-2, Travel Voucher or Subvoucher. (See Appendix G).

a. All Military and civilian travel vouchers should be typed or neatly printed in ink and prepared in accordance with the following instructions:

- (1) Name - Self explanatory.
- (2) Grade/Rank - Indicate military rank/grade (i.e. COL, MAJ, SFC, etc.) if TDY was performed in a military status; indicate "CIV" in this block if the TDY was performed in a civilian status.
- (3) SSN - Self explanatory.
- (4) Check Mailing Address - Enter complete home mailing address.
- (5) Duty Phone Number - Enter unit or work phone number.
- (6) Organization and Station - For civilian TDY enter the complete organization and station, to include ZIP code. For military, enter unit of assignment.
- (7) Travel Orders - Enter data from authorizing DD Form 1610 or OTAG Orders. Include amending orders when applicable.
- (8) Prior Travel Payments or Advances Under These Orders - If an advance was received or a supplemental travel voucher is being submitted, the amount paid, date paid, paying office, and disbursing office (DO) voucher number of prior payment(s) will be entered. For a traveler having received a

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"Retained Advance" enter the amount of the advance received and the words "RETAINED ADVANCE". When no prior payment of travel advance has been paid, enter "NONE."

(9) Itinerary (Block #1) - Enter last two digits of the year in which travel was performed. Enter dates of travel, actual times of departure, beginning place of travel, places where TDY is performed, all overnight stops, and stops to change mode of transportation. Enter ending place of travel. Enter modes of travel. Use the two letter symbols for each mode. See Item #25a on the reverse side of the travel voucher for the letter symbols to be used. For example: when the first letter is "C" as in "CP" or "CB" it means the traveler performed travel by commercial plane ("CP") or commercial bus ("CB") at their own expense. The first letter "T" as in "TP" or "TB" means the traveler performed travel by use of a Government furnished transportation request (TR) on a plane ("TP") or bus ("TB"). Use care to enter the correct letters. When travel is performed by using a rental car, enter "CA". See Item #25b on the reverse side of the travel voucher for the letter symbols to be used for identifying the reason for stops or delays.

(10) Cost of Lodging (Block #2) - Enter the lodging at each overnight stop and at each place of TDY, to include the cost of any Government quarters used. Do not enter the cost of lodging in Block #5, "Reimbursable Expenses/Charge." Receipts are required for all lodging costs.

(11) Number of Meals (Block #3) - Enter the number of government meals consumed or provided. If no government meals were consumed, enter "NONE" or "0". Deductible meals are not meals purchased at one's own expense on the economy. See Item #24 on the reverse side of the travel voucher for the definition of deductible meals.

(12) Privately Owned Conveyance (POC) Miles (Block #4) - Enter POC mileage driven for one round trip only (i.e. from permanent duty station to TDY location and return). This mileage will be entered in Block #4 of the travel voucher, and Block #9 of the voucher will be completed as appropriate. Enter POC mileage for travel to and from common carrier terminals and places where Government transportation is to be obtained. Reimbursement for the use of POV in and around the TDY Duty Station must be authorized in the travel orders, and if authorized, the mileage claimed must be entered in block #5, "Reimbursable Expenses."

(13) Reimbursable Expenses/Charge (Block #5) - Enter miscellaneous reimbursable expenses in this block.

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Include an explanation where necessary and the amount claimed. Receipts are required for any item claimed that exceeds \$25.00. There is no entry required in the "Allowed" portion of the block.

(14) Long Distance Telephone Calls (Block #6) - Local and long distance telephone calls must be itemized. Local calls will be itemized indicating the number of such calls, rate for each call, total amount expended each day, and contain the statement that "The calls were for official government business and were related directly to the purpose of the TDY". Long distance calls will also be itemized by showing the points between which conversations were held, date the calls were placed, the amount paid for each call, and contain the statement that "The calls were for official government business and were related directly to the purpose of the TDY travel". The authority to claim reimbursement for local and long distance telephone calls must be authorized by the Fund Manager in the travel order, prior to the start of TDY. The responsible Fund Manager must sign Block #6 (DD Form 1351-2), as the approving officer.

(15) TR's/MTA's/MT's (Block #7) - Enter the Transportation Request (TR) number and the "From" and "To" places that it was issued for. Enter meal ticket number(s) if used. If a TR was used, the memorandum (white) copy issued to the traveler must be attached to the voucher when submitted for payment. If the memorandum copy of the TR has been misplaced or lost, another copy can be obtained from the issuing Transportation Office. If space is insufficient for a complete listing of all TR and meal ticket information, the information may be continued on DD Form 1351-2C, Travel Voucher or Subvoucher (Continuation Sheet). Common carrier tickets purchased by the traveler at his own expense must be approved by the Order Authorizing Official, and may be claimed as a reimbursable expense in block #5, Reimbursable Expenses.

(16) Leave Statement (Block #8) - If leave is taken in conjunction with TDY, enter total days.

(17) POC Travel (Block #9) - When travel is performed by POC, enter an "X" in the appropriate block to indicate whether the traveler was the "Owner/Operator" of, or a "Passenger" in the POC. Reimbursement of authorized mileage is paid only to the traveler responsible for the operating expenses of the private auto, regardless of the number of passengers.

(18) Summary of Payment/Computation/DO Number (Block #10) - Leave blank. This block will be completed by the Disbursing Office only.

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- (19) Payment Desired (Block #11) - Leave blank.
  - (20) Per Diem, Requested (Block #12) - Leave blank.
  - (21) Signature of Claimant and Date (Block #14) - Original signature of claimant and date.
  - (22) Accounting Classification (Block #15) - Leave blank. USPFO travel computer programs automatically print the accounting classification data on the travel voucher at the time the travel is computed.
20. **DOCUMENTATION REQUIRED IN SUPPORT OF TRAVEL VOUCHER.** Each travel voucher submitted for payment must be supported by the following documentation as applicable:
- a. Original and four (4) copies of the Travel Voucher (DD Form 1351-2); and the original and four (4) copies of the DD Form 1351-2C (Continuation Sheet) when used.
  - b. Four (4) copies of each travel order and any amendments.
  - c. Three (3) copies of Statements of Non-Availability (either DD Form 1351-5 or orders stamped by billeting) for government quarters or mess.
  - d. Original and two (2) copies of all lodging receipts, regardless of the amount. The receipts must show the cost of the room and any applicable taxes. Receipts for all types of lodging are required and must be attached to the voucher when submitted for payment. If lodging receipts are lost or destroyed, a statement over the traveler's signature must be furnished. Lodging receipts which appear altered, have the single/double occupancy annotation altered, or are on "stationary store" receipt forms will not be accepted.
  - e. Four (4) copies each of any advance payment vouchers (DD Form 1351).
  - f. Three (3) copies of each transportation request (TR).
  - g. Three (3) copies of the receipt (DD Form 730) from the issuing Transportation Office for any portion of a TR not used.
  - h. Three (3) copies of a receipt for any registration fees paid. Registration fees must be approved in the orders before the traveler can be reimbursed. If the fee included the furnishing of lodging or meals, so state on the voucher and indicate the number of nights and/or number of meals furnished. If no lodging or meals are included, so state on the travel voucher.

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Registration fees require a receipt and a statement in the order that registration fees are reimbursable.

i. Three (3) copies of a receipt for auto rental. Rental must be authorized in advance on the travel orders. A paid receipt from the rental company is required showing the dates of rental, the rental rate, miles driven, fuel charges and the total paid. Reimbursement is not authorized within CONUS for the cost of purchasing extra collision insurance (i.e., Collision Damage Waiver Adjustment) when the purchase of such insurance is optional. The cost of personal accident insurance is not reimbursable. Rental car costs must be paid at the time of the rental and reimbursed to the traveler on the travel voucher. Rental car bills will not be paid by the USPFO.

j. Three (3) copies of each receipt for any other reimbursable items of expense over \$25.00. Receipts are not required for meal costs regardless of the amount.

21. **TRAVEL VOUCHER SUBMISSION.** All civilian and military travel vouchers for travel performed will be prepared in accordance with Section V of this regulation. The travel vouchers will be received by the USPFO, ATTN: CAUS-TV, P.O. Box 8104, San Luis Obispo, CA 93403-8104, within 15 calendar days after completion of the travel to the new permanent station or upon completion of the temporary duty assignment.

22. **SUPPLEMENTAL VOUCHERS.** Travel entitlements will be computed by the USPFO Travel Section based upon information and documents provided with the original travel voucher. If a traveler has obtained additional documents for an entitlement which was omitted on the original voucher, the traveler should submit an additional travel voucher marked "SUPPLEMENTAL" to the USPFO. The "Prior Travel Payments or Advances Under These Orders" portion of the "Supplemental" voucher will cite the amount paid, date paid, paying office and Disbursing Office (DO) voucher number as extracted from block 10 of the previous travel voucher. Any additional supporting documentation must also be provided to support the submission of the supplemental voucher.

23. **SUSPECT TRAVEL VOUCHERS.** All travel vouchers processed through the USPFO Travel Section will be closely examined for propriety and completeness. When examination of the travel claim gives reason to suspect fraud, the USPFO may request a written explanatory statement signed by the claimant, receipts, travel approving official's endorsement (which may be entered on the reverse side of the voucher or on a separate sheet) or any other form of evidence to alleviate doubt.

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Suspected fraudulent vouchers will not be returned to the claimant. When, in the opinion of the USPF0, evidence provided fails to remove the suspicion of fraud, the claim will be referred to the Criminal Investigation Division (CID) for investigation.

24. FRAUDULENT TRAVEL CLAIMS. F&AO's will begin collection action against individual travelers when they have received sufficient evidence that fraud was committed by the traveler. The exact time when collection action will be initiated will vary from case to case. However, when the CID, FBI or other investigation produces sufficient information that fraud has occurred, collection action will be immediately taken by the F&AO. If the traveler makes a fraudulent claim for lodging or reimbursable expenses for any specific day, the traveler will not be entitled to any reimbursement for that day.

25. TELEPHONE INQUIRIES. The need for telephonic inquiries to the USPF0 Travel Section should be minimal, but when they are necessary, they should be made by the traveler's Unit Clerk. Contacting unit clerks can often eliminate the need to call USPF0. The individual receiving telephone inquiries at the USPF0 can be reached at AUTOVON 878-9133, or Commercial (805) 544-4900 Ext 9133. Since the individual receiving travel inquiries is the same individual responsible for processing incoming mail and mailing completed travel vouchers calls should be made between 1000-1400 hours.

26. TRAVELER'S KIT. The completion of travel vouchers and the timeliness of their submission to the Travel Section is the individual TDY traveler's responsibility. To assist the traveler in the procedures to be followed and the documentation required, "Instructions to Travelers" is provided in Appendix H and "Helpful Hints for Temporary Duty Travelers" is provided in Appendix I.

APPENDIX AFUND MANAGER TDY AUTHORIZATIONS

Fund Managers listed below are designated as "Order Authorizing Officials" for the purpose of signing "Request and Authorization for TDY Travel of DOD Personnel" (DD Form 1610). Fund Manager signature authority is limited to those accounts assigned to them. Any further delegation of order authorizing authority must be in writing from the Fund Manager to a specific individual, with a copy of the delegation letter sent to the USPFO Budget Officer (CAUS-BD). Delegation of order authorizing authority does not relieve the Order Authorizing Official from the administrative control of TDY travel funds.

<u>FUND MANAGER</u>	<u>OFFICE SYMBOL</u>	<u>ORDER # PREFIX</u>
Training Officer	CAOT-OT	OT
Chief, Mobilization Branch	CAPO-MB	MB
Aviation Management Assistant	CAAO	SA
Chief, Officer Personnel	CAMP-OPMS	PM
Director of Maintenance	CALG-MN	SM
Recruiting & Retention Officer	CAMP-RR	RA
Military Personnel Program Analyst	CAMP-SB	AX
Inspector General	CAAG-IG	IG
Chief, SIDPERS Branch	CAMP-SIB	SB
Chief, Transportation Office	CAUS-TR	TR
Supervisor, AVCRAD	CAAD-AV	AV
Support Personnel Officer	CASP	SP
Chief, Budget and Fiscal	CAUS-BD	BF
Chief, Military Support Branch	CAPO-MS	PO
Commander, Camp Roberts	CACR	CR
Commander, Camp San Luis Obispo	CACS	SL



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APPENDIX B  
TRAVEL ORDER REGISTER (1)

JANUARY 1987

<u>ORDER #(2)</u>	<u>NAME</u>	<u>REMARKS</u>	<u>ESTIMATED COST</u>	<u>BALANCE</u>
Quarterly Funding Authorization:				\$2,000
S-1-1	ABEL, Joseph	2-6 Jan, Compton	\$150	\$1,850
S-1-2	BROWN, Alex	2-6 Jan, Compton	\$150	\$1,700
S-1-3	COTTON, Eric	5-6 Jan, Compton	\$100	\$1,600
S-1-4	DARK, Brown	11-15 Jan, Fresno	\$275	\$1,325
S-1-5	ESSER, Mary	20-26 Jan, Fresno	\$265	<u>\$1,060</u>
January Ending Balance:				\$1,060

FEBRUARY 1987

February Beginning Balance:				\$1,060
S-2-1	KING, Joe	8-10 Feb, Long Beach	\$120	\$ 940
(S-1-2)	BROWN, Alex	Cancelled/ *Adjustment	*\$150	\$1,090
S-2-2	MONG, Sam	20-25 Feb, San Jose	\$175	<u>\$ 915</u>
February Ending Balance:				\$ 915

FOOTNOTES:

(1) A TDY travel register will be maintained as a minimum method of fund control.

(2) Order number will consist of:      S      -      1      -      1  
   Prefix      Month      Number this  
   Code                      Month

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## APPENDIX C

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.					1. DATE OF REQUEST 1 Jan 87	
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) ABLE, Joseph K. 555-99-5959				3. POSITION TITLE AND GRADE OR RATING Military Pay Clerk, GS-05		
4. OFFICIAL STATION Camp San Luis Obispo, California				5. ORGANIZATIONAL ELEMENT USPFO for California		6. PHONE NO. (805) 449-1212
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE N/A		9. PURPOSE OF TDY Attend meeting to review new pay procedures.		
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) 5		b. PROCEED O/A (Date) 2 Jan 87				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED From San Luis Obispo, CA to Compton, CA and return.						
12. MODE OF TRANSPORTATION						
COMMERCIAL			GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
	X					
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT		
<input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.		
<input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)						
13. ESTIMATED COST						
PER DIEM		TRAVEL		OTHER		TOTAL
\$ 440.00		\$ 150.00		\$		\$ 590.00
						15. ADVANCE AUTHORIZED \$ 330.00
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) "Depart home station NET 0600 hours, (2 Jan 87); Arrive home station NLT 2400 hours, (6 Jan 87)."						
17. REQUESTING OFFICIAL (Title and signature) Michael L. Jones 1LT, Chief Military Pay				18. APPROVING OFFICIAL (Title and signature) Clarence C. Patton COL, Deputy USPFO		
19. ACCOUNTING CITATION 2172065 18-1004 P3722-211A, 219A (.120) S04376						
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION (Appropriate Fund Manager)				21. DATE ISSUED 1 Jan 87		
				22. TRAVEL ORDER NUMBER S-1-1		

DD FORM 1610  
1 JUN 87

"SAMPLE"

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APPENDIX D

MILITARY TDY PER DIEM COST

ESTIMATION "WORKSHEET"

1. PURPOSE: To assist the Fund Manager in estimating military TDY per diem costs.
2. SCOPE: The Fund Manager must consult the Joint Federal Travel Regulation Volume I (Military), Appendix D, "High Cost Areas in CONUS" to complete this worksheet.

<u>MILITARY PER DIEM</u>						
<u>(#1)</u> <u>Date</u>	<u>(#2)</u> <u>TDY Location</u>	<u>(#3)</u> <u>RON (Yes/No)</u>	<u>(#4)</u> <u>Maximum</u> <u>Daily</u> <u>Amount</u>	<u>[1]</u> <u>(#5)</u> <u>Lodging</u>	<u>(#6)</u> <u>Meals</u>	<u>(#7)</u> <u>Sum of</u> <u>5 &amp; 6</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

[2]  
Per Diem Cost Grand Total: \_\_\_\_\_

FOOTNOTES:

[1] Reduce by fixed percentage amounts (as outlined in Section #4, Paragraph 3a.(6)) for government meals consumed, meals furnished at no cost, or meals included as part of a registration or hotel fee.

[2] Enter this Per Diem Cost figure on DD Form 1610, Item #14.

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APPENDIX ECIVILIAN TDY PER DIEM COST ESTIMATION "WORKSHEET"

1. PURPOSE: To assist the Fund Manager in estimating civilian TDY per diem costs.
2. SCOPE: The Fund Manager must consult the Joint Travel Regulation Volume II (Civilian), Appendix E, Maximum Per Diem Rates in the Continental United States (CONUS) to complete this worksheet.

CIVILIAN PER DIEM

#1 Date	#2 TDY Location	#3 RON (Yes/No)	#4 Maximum Lodging Amount	#5 M&IE Rate	#6 Sum of #4 & #5	#7 Maximum Per Diem Rate

[2]  
Per Diem Cost Grand Total: \_\_\_\_\_

FOOTNOTES:

[1] Reduce by fixed amounts (as outlined in Section #4, Paragraph 3e.(5)) for government meals consumed, meals furnished at no cost, or meals included as part of a registration fee; and "First" and "Last" days of TDY.

[2] Enter this Per Diem Cost figure on DD Form 1610, Item #14, "Per Diem."

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## APPENDIX F

<b>TRAVEL VOUCHER</b>				<b>BUREAU VOUCHER NUMBER</b> (Leave Blank)		<b>D.O. VOUCHER NO.</b> (Leave Blank)	
<b>I. PAYMENT FOR</b>						<b>PAID BY</b>	
1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)		X		5. TRANSPORTATION OF DEPENDENTS		(Leave Blank)	
2. ADVANCE OF TRAVEL ALLOWANCES (YK)				7. DISLOCATION ALLOWANCE			
3. ACCRUED PER DIEM FOR TDY/TAD				8. TRAILER ALLOWANCE			
4. SETTLEMENT OF TDY/TAD TRAVEL				9.			
5. SETTLEMENT OF PCS TRAVEL				10.			
<b>II. INDIVIDUAL PAYMENT</b>							
1. PAYEE (Last Name, First, Middle Initial) DOE, JOHN T.				2. RANK OR GRADE GS-9		3. SOCIAL SECURITY NUMBER 666-82-4275	
4. ORGANIZATION AND STATION USPFO for California, P.O. Box 8104, Camp San Luis Obispo, CA 93403-8104.							
5. TRAVEL ORDER Letter of request dated 21 Jan 87							
6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE NAMED MEMBER AS FOLLOWS  \$400.00 Retained Advance for Per Diem.							
7. CHECK NUMBER (Leave Blank)		8. CHECK DATE (Leave Blank)		9. AMOUNT PAID (Leave Blank)		10. DATE PAID (Leave Blank)	
11. RECEIVED IN CASH (Signature of payee) (Leave Blank)							
<b>III. PAYMENTS CONSOLIDATED</b>							
1. (Leave Blank)		THROUGH		ATTACHED		2. (Leave Blank)	
TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED							
<b>IV. APPROVED FOR PAYMENT (Signature of Approving Official) AND RETENTION</b>							
1. TYPED NAME AND TITLE (Leave Blank)				2. SIGNATURE (To be signed by USPFO Comptroller)			
<b>V. REMARKS</b>							
1. All of the advance approved (\$400.00) will be retained. 2. Request Check be mailed to: (Enter check mailing address)							
<b>VI. ACCOUNTING CLASSIFICATION(S)</b>							
(Leave Section VI Blank)						\$	
COMPUTED BY (Leave Blank)		AUDITED BY (Leave Blank)		POSTED TO TVL RECORD BY (Leave Blank)		DATE ENTERED (Leave Blank)	
AMOUNT PAID (Leave Blank)							

DD FORM 1351  
1 JUL 65

FORM APPROVED BY COMPTROLLER GENERAL, U.S. 2 JUNE 1965

"SAMPLE"

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## APPENDIX G

TRAVEL VOUCHER OR SUBVOUCHER				(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)		10. FOR DO USE ONLY	
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.						DO VOUCHER NO.	
LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)				GRADE/RANK	SSN	SUBVOUCHER NO.	
ABLE, Joseph K.				CIV	555-99-5959		
CHECK MAILING ADDRESS (Include ZIP Code)				DUTY PHONE NO		PAID BY	
7165 San Juan Ave, Apt #1 San Luis Obispo, CA 99999-9999				(805) 544-4900			
ORGANIZATION AND STATION							
USPFO for California P.O. Box 8104, San Luis Obispo, CA 93403-8104							
TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)							
S-1-1, USPFO for CA, 1 Jan 87							
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date received, Place paid, or DO Station No. If none, so state)							
\$330.00, DOV #102491, 1 Jan 87, PSF 5058							
1. ITINERARY (See Item 25 for Symbols)							
DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MODE OF TRAVEL	REASON FOR TRAVEL	COST OF LODGING	3. NUMBER OF MEALS GOVT DED. OPEN MESS	4. POC MILES
19 87							
2 Jan	DEP 0700	San Luis Obispo	PA				
2 Jan	ARR 0715	San Luis Obispo	AT				
2 Jan	DEP 0800	Airport	TP				
2 Jan	ARR 0915	Compton, CA	TD				
6 Jan	DEP 1330		TP		180.20		
6 Jan	ARR 1500	San Luis Obispo	AT				
6 Jan	DEP 1515	Airport	PA				
6 Jan	ARR 1530	San Luis Obispo	MC				
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (See Item 24)							
DATE	NATURE AND EXPLANATION				AMT CLAIMED	ALLOWED	
2 Jan	Taxi from airport to motel				5.00		
6 Jan	Taxi from motel to airport				5.00		
6 Jan	Parking fee at San Luis Obispo, CA Airport				8.00		
6. Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)							
7. TR/S/MTA'S/MT'S (If none, so state)							
NUMBER	FROM		TO				
V00,000,000	San Luis Obispo, CA		Compton, CA				
			and return				
8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____							
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATOR (See Item 22d) <input type="checkbox"/> PASSENGER							
PENALTY: The penalty for willfully making a false claim is: a MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)							
I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.					14. SIGNATURE OF CLAIMANT		DATE
					Joe Able		11 Jan 87
15. ACCOUNTING CLASSIFICATION							
(LEAVE BLANK)							
16. COLLECTION DATA							
17. COMPUTED BY		18. AUDITED BY		19. TVL RCRD POSTED BY		20. RECEIVED (Payee signature and date or check no.)	
						21. AMOUNT PAID	

DD FORM 1351-2  
1 JUN 78

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED.

Exception to SF 1012 and 1012a  
approved by NARS, GSA April 1978.

"SAMPLE"

## APPENDIX G

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974																													
AUTHORITY:	5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.																												
PRINCIPAL PURPOSE:	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.																												
ROUTINE USES:	To substantiate claims for reimbursement for official travel.																												
DISCLOSURE:	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.																												
22. CLAIMANT'S STATEMENT																													
a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.																													
b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.																													
c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.																													
d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.																													
23. REQUIRED ATTACHMENTS																													
a. Original or copies of all travel orders and amendments.																													
b. Traveler's copy of transportation requests and MAC authorizations used.																													
c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.																													
d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.																													
e. Receipts for lodgings and any item of expense claimed in excess of \$15.																													
f. Statements of nonavailability ( <i>Government quarters, mess and directed mode of transportation</i> ).																													
g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.																													
24. DEDUCTIBLE MEALS																													
Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. ( <i>See JTR, Vol. 1, App. J and Vol. 2, App. D for definition of Deductible Meals.</i> ) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.																													
25a. SYMBOLS (Use two letters)	25b. SYMBOLS																												
<table border="1"> <thead> <tr> <th colspan="2">MEANS/MODE OF TRAVEL</th> </tr> <tr> <th>FIRST LETTER</th> <th>SECOND LETTER</th> </tr> </thead> <tbody> <tr> <td>(1) TRNSPN REQ. .... T</td> <td>(5) AUTO. .... A</td> </tr> <tr> <td>(2) GOVT TRNSPN. .... G</td> <td>(6) BUS. .... B</td> </tr> <tr> <td>(3) COML TRNSPN. .... C</td> <td>(7) PLANE. .... P</td> </tr> <tr> <td>(own expense)</td> <td>(8) RAIL. .... R</td> </tr> <tr> <td>(4) PRIVATELY-OWNED</td> <td>(9) VESSEL. .... V</td> </tr> <tr> <td>CONVEYANCE. .... P</td> <td>(10) MOTORCYCLE. .... M</td> </tr> </tbody> </table>	MEANS/MODE OF TRAVEL		FIRST LETTER	SECOND LETTER	(1) TRNSPN REQ. .... T	(5) AUTO. .... A	(2) GOVT TRNSPN. .... G	(6) BUS. .... B	(3) COML TRNSPN. .... C	(7) PLANE. .... P	(own expense)	(8) RAIL. .... R	(4) PRIVATELY-OWNED	(9) VESSEL. .... V	CONVEYANCE. .... P	(10) MOTORCYCLE. .... M	<table border="1"> <thead> <tr> <th colspan="2">REASONS FOR STOPS</th> </tr> </thead> <tbody> <tr> <td>(1) AWAITING TRNSPN. ....</td> <td>AT</td> </tr> <tr> <td>(2) LEAVE EN ROUTE. ....</td> <td>LV</td> </tr> <tr> <td>(3) MISSION COMPLETE. ....</td> <td>MC</td> </tr> <tr> <td>(4) AUTHORIZED DELAY. ....</td> <td>AD</td> </tr> <tr> <td>(5) TEMPORARY DUTY. ....</td> <td>TD</td> </tr> </tbody> </table>	REASONS FOR STOPS		(1) AWAITING TRNSPN. ....	AT	(2) LEAVE EN ROUTE. ....	LV	(3) MISSION COMPLETE. ....	MC	(4) AUTHORIZED DELAY. ....	AD	(5) TEMPORARY DUTY. ....	TD
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26. REMARKS																													
27. APPROVED FOR PAYMENT (When required by individual service regulations)																													
DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER																												

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APPENDIX H

INSTRUCTIONS TO TRAVELERS

1. To assist the USPFO Travel Section in the prompt payment of your TDY travel expenses, please follow the instructions indicated below.
2. All civilian and military travel vouchers (except AGR\*) will be prepared in accordance with CAL ARNGR 37-5, "Military and Civilian Temporary Duty Travel." The travel voucher must be forwarded to USPFO, ATTN: CAUS-TV, P.O. BOX 8104, Camp San Luis Obispo, CA 93403-8104 within 15 calendar days after completion of the TDY travel.
3. The completion of travel vouchers and the timeliness of their submission to CAUS-TV is the individual TDY traveler's responsibility. Should a traveler have a question concerning the completion of the travel voucher, they should contact their Unit Clerk. Contacting the unit clerk can often eliminate the need for contacting the USPFO Travel Section. The individual receiving travel inquiries at the USPFO can be reached at AUTOVON 878-9133, or Commercial (805) 544-4900 Ext. 9133. Calls should be limited to 1000-1400 hours, Monday through Friday.
4. If the traveler received a travel advance, the settlement of the advance must be made within 30 days upon completion of the TDY. If the advance is not settled it will be automatically deducted from the traveler's military pay if the TDY was performed in a military status; or deducted from Technician pay if the TDY was in a civilian status. All collections processed by the USPFO Travel Section after the 30 day notice will include a \$15.00 "Administrative Fee" in addition to the debt. Interest charges may also be applied to the debt in long term collection cases.
5. The items indicated below must be attached to the claim for TDY reimbursement when applicable:
  - a.        Original and four (4) copies of the travel voucher, (DD Form 1351-2). Submit the Original and four (4) copies of the Travel Voucher Continuation Sheet (DD Form 1351-2C) if applicable.
  - b.        Three (3) copies of each travel order and any amendments.
  - c.        Three (3) copies each of any advance payment voucher.
  - d.        Three (3) copies of Statements of Non-Availability (DD Form 1351-5) of government quarters and/or mess. DD Form 1351-5's are obtained from the TDY Military Installation.



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- e.        Three (3) copies of each Transportation Request (TR).
  - f.        One (1) copy of a receipt (DD Form 730) for any portion of a TR not used (obtained from the issuing Transportation Office).
  - g.        Original and one (1) copy of all lodging receipts, regardless of the amount. The lodging receipt must show the cost of the room and any applicable taxes. Lodging receipts which appear altered have single/double occupancy annotation altered or are "stationary store" receipts will not be accepted.
  - h.        One (1) copy of each receipt for any other reimbursable items of expense over \$25.00.
6. Receipts for meal costs are not required, regardless of the amount. Itemization of meals costs and actual expenses on the "Statement of Actual Expenses" (DD Form 1351-3) is also not required.

\*AGR travel vouchers are to be sent directly to F&AO, Presidio of San Francisco, ATTN: Travel Section, San Francisco, CA 94129.

APPENDIX I

HELPFUL HINTS FOR TEMPORARY DUTY TRAVELERS

1. ORDERS:

DO be sure you are issued a travel order. If the order is given verbally, it must be confirmed in writing.

DO be sure you read your travel order and it is correct; if it doesn't say you can, then you can not.

DO retain the original copy of your travel order.

DO use the mode of transportation authorized in the order.

DO use Government quarters and mess, if available, if your order doesn't include the statement "Utilization of Government quarters and meals would adversely affect the Government or mission." A statement of nonavailability for meals is not required for civilian TDY (Statement of Nonavailability-DD Form 1351-3).

DON'T expect to receive a travel advance or reimbursement for travel without the travel order.

DON'T expect reimbursement for an item not authorized in your order when authorization is required.

DON'T file the voucher for payment without three (3) copies of each travel order and any amendments.

DON'T expect reimbursement for a mode of transportation not authorized, or which costs more than that authorized.

DON'T expect to obtain a statement of non-availability if Government quarters and/or meals are available. Failure to use Government quarters and mess, when available, may result in nonpayment of per diem.

2. ADVANCES:

DO decline an advance payment which exceeds your estimated travel reimbursement.

DON'T expect more just because it is offered to you. You will be required to repay all of the advance not expended for authorized temporary duty.

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DO show the amount paid, date paid, paying office, and disbursing office (DO) voucher number (i.e. DOV) or "NONE" as applicable.

DON'T leave blank if you received an advance.

### 3. DD FORM 1351-2, TRAVEL VOUCHER:

DO request a DD Form 1351-2 to take with you. Record your times and places of departure and arrival and mode of transportation. Include your reasons for stops. Record all lodging costs and miscellaneous expenses.

DON'T wait until you return from TDY to try to remember.

DO ensure your date and times of departure and/or return are in accordance with your order and mission assignment.

DON'T claim reimbursement for travel performed for personal reasons.

DO show any leave taken and reasons for delay in conjunction with TDY in the proper area of the voucher. Military should include copies of DA Form 31 with all departure/arrival dates completed.

DON'T omit this from the travel claim.

DO log "In and around mileage" daily and show it on the voucher. This mileage must be authorized in the orders for reimbursement. Show the dates and amounts if taxis are used. If you are claiming tips, show the number of bags on the voucher.

DON'T claim unauthorized trips for personal reasons. Claims for tips may be denied if the number of bags is not shown on the voucher.

DO enter the amounts of each expenditure.

DON'T inflate expenditures. Claim only actual costs.

DO sign and date your voucher, (autographic signature).

DON'T forget to sign and date the voucher.  
\*Claim cannot be processed without an autographic signature.

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4. REIMBURSABLE EXPENSES:

DO be sure a rental car is authorized in the orders prior to use.

DO claim communication charges only when authorized to do so in the orders. Communication charges must be certified by the Order Authorizing Official in block #6 of DD Form 1351-2.

DO claim registration fees. Authorization for reimbursement must be in your order.

DON'T use a rental car when it is not authorized in the order.

DON'T claim personal telephone calls.

DON'T file a claim for reimbursement of these fees without the receipt and authorization.

5. RECEIPTS:

DO obtain receipts for any expenditure of \$25.00 or more.

DO submit receipts for all lodging costs, regardless of the amount.

DO obtain receipts when travel is performed by air or rail.

DO furnish receipts if you are claiming reimbursement for the use of a privately owned vehicle (POV). Use of POV must be authorized in the order.

DO furnish a copy of the Government Transportation Request (TR) if transportation is accomplished by that mode.

DON'T furnish receipts for meal costs. Destroy or lose receipts.

DON'T falsify, alter or submit stationary store receipts. If the receipt is for more than one person, furnish the single rate.

DON'T submit a claim without the ticket showing the carrier and cost of fare.

DON'T submit a claim without receipts for fuel, oil, parking fees, or tolls.

DON'T submit a claim without (3) copies of the TR.

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DO file your voucher within  
15 calendar days after  
completion of travel. Be  
prudent and honest.

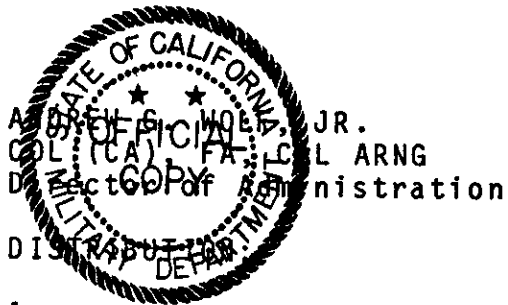
DON'T wait until it is  
delinquent.

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(CAUS-BF)

BY ORDER OF THE GOVERNOR



ROBERT C. THRASHER  
Brigadier General  
The Adjutant General

A